

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
FEBRUARY 10 – 14, 2014**

MONDAY, FEBRUARY 10, 2014

*11:30 am	Harbor Commission	Port & Resource Recovery 2561 S. Broadway
*4:30 pm	Neville Public Museum Governing Board	3 rd Floor Board Room, Museum 210 Museum Place
*5:30 pm	Executive Committee	Room 200, Northern Building 305 E. Walnut Street

TUESDAY, FEBRUARY 11, 2014
(No Meetings)

WEDNESDAY, FEBRUARY 12, 2014
(No Meetings)

THURSDAY, FEBRUARY 13, 2014

*5:15 pm	Human Services Board	Board Room A, Sophie Beaumont 111 N. Jefferson Street
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FRIDAY, FEBRUARY 14, 2014
(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

PORT AND RESOURCE RECOVERY DEPARTMENT



2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

- REVISED PUBLIC NOTICE -
BROWN COUNTY HARBOR COMMISSION

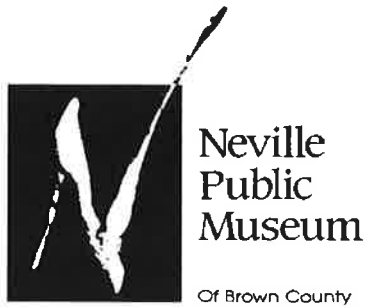
*** Monday, February 10th – 11:30 am**

Brown County Port & Resource Recovery
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to order
2. Roll Call
3. Approval/Modification – *Meeting Agenda*
4. Approval/Modification – *December 9, 2013 Meeting Minutes*
5. 2013 Annual Report – *Request for Approval*
6. Green Bay Marathon Security Deposit for Demurrage Charges - *Request For Approval*
7. WDOT Harbor Assistance Program Statement of Intentions- *Request For Approval*
8. 2014 Public Relation Communication Plan - *Request For Approval*
9. Renard Island Closure and Causeway - *Update*
10. WCPA Visioning Document - *Update*
11. Director's Report – *Update*
12. Audit of Bills – *Request for Approval*
13. Tonnage Report– *Request for Approval*
14. Such Other Matters as Authorized by Law
15. Adjourn

Dean R. Haen – Director
Port & Resource Recovery Department



NEVILLE PUBLIC MUSEUM GOVERNING BOARD

AGENDA

February 10, 2014

4:30 p.m.

Neville Public Museum
Third Floor Board Room

-
- I. Call meeting to order
 - II. Approve/modify agenda
 - III. Update and discussion, FY 2014 budgets and program plans
 - IV. Update and discussion, museum master planning
 - V. Such other matters as authorized by law
 - VI. Adjournment

Kevin Kuehn, Chair

Please contact Beth Lemke at 448-7848 if you cannot attend this meeting

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, John Vander Leest, Patrick Evans
Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE

Monday, February 10, 2014

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of January 6, 2014.

Comments from the Public

Communications

1. Communication from Supervisor Robinson re: That a report on the results of the County Board listening sessions be given at the January Executive Committee Meeting and that discussion take place on priorities of further Brown County Action. *Motion at Jan Exec Cmte Mtg: To review with department heads and come back and analyze it and send back to Executive Committee. Carried 6-1.*
2. Communication from Supervisor Robinson re: Explore the possibility of setting up a separate fund for the correction officers that would utilize currently budgeted funds to support early retirement similar to Protective Status and bring back a proposal to do so next month. *Referred from January County Board.*
3. Communication from Supervisor Sieber re: Review and possible action of hiring budgeted positions. *Referred from January County Board.*
4. Communication from Supervisor Moynihan re: Treasurer Kerry Blaney's Resignation. *Referred from January County Board.*

Vacant Budgeted Positions (Request to Fill)

5. Administration – Clerk of Circuit Court – Clerk Typist II, Vacated 1/13/14.
6. Clerk of Circuit Court – Deputy Clerk of Courts I, Vacated 1/20/14.
7. Department of Administration – Accountant Supervisor (Located in Human Services) Vacated 2/19/14.
8. Human Services – AODA Counselor (Two Vacancies, one full time, and one .8 FTE) Vacated 2/3/14.
9. Human Services – Behavioral Health Supervisor, Vacated 2/21/14.
10. Human Services – Clinical Social Worker, Vacated 1/31/14.
11. Human Services – Contract & Provider Relations Manager, Vacated 2/14/14.
12. Human Services – Economic Support Specialist (x2), Vacated 1/10/14, 2/14/14.
13. Human Services – SW/CM (Child Protection/Intake/Ongoing), Vacated 1/20/14.
14. Human Services – SW/CM (Juvenile Justice) (x2), Vacated 2/17/14; 4/25/14.
15. Human Services – SW/CM (Long Term Care), Vacated 1/31/14.
16. Museum – Technician, Vacated 10/1/13.

Legal Bills

17. Review and Possible Action on Legal Bills to be paid.

Reports

18. **County Executive Report.**
19. **Internal Auditor Report.**
 - a) UW-Extension Review of Reported Incident Involving Missing Funds.
20. **Human Resources Report.**
 - a) Salary for Elected Officials – Sheriff and County Clerk.

Resolutions, Ordinances

21. Resolution re: Reclassification of Position Certified Nursing Assistant Human Services – Community Treatment Center. *Motion at Human Svc: Receive and place on file.*

Closed Session

Closed session pursuant to Wis. Stat. § 19.85 (1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

22. Discussion, strategy, representation and possible action regarding Interest arbitration for the Non-Supervisory Deputy Sheriff's Labor Contract.
23. Update, discussion and possible action on Labor negotiations regarding the Medical Examiner's Labor Contract.
24. Discussion and possible action on Labor negotiations regarding the Sheriff Department Supervisory Employee Contract.
25. Discussion and possible action on labor negotiations regarding the Sanitariums contract.

Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above numbers 1 thru 4, as authorized pursuant to Section 19.85 (1)(e) and (1)(g) of the Wisconsin Statutes, and Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating and collective bargaining, which authorizes the governmental body to convene in closed session for the purpose of:

- a) Deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stat §19.85 (1)(e)
- b) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved. Wis. Stat § 19.85 (1)(g)

Reconvene in Open Session:

22. Discussion, strategy, representation and possible action regarding Interest arbitration for the Non-Supervisory Deputy Sheriff's Labor Contract.
23. Update, discussion and possible action on Labor negotiations regarding the Medical Examiner's Labor Contract.
24. Discussion and possible action on Labor negotiations regarding the Sheriff Department Supervisory Employee Contract
25. Discussion and possible action on labor negotiations regarding the Sanitariums contract.

Other

26. Such other matters as authorized by law.
27. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Jeremy Kral, Executive Director

**MEETING OF THE HUMAN SERVICES BOARD
Thursday, February 13, 2014**

**SOPHIE BEAUMONT BUILDING, BOARD ROOM A
111 NORTH JEFFERSON, GREEN BAY, WI 54311
5:15 P.M.**

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of January 19, 2014 Human Services Board Meeting.
4. Executive Director's Report.
5. Family Care Update.
6. Financial Report for Community Treatment Center and Community Programs.
7. *Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child/Abuse/Neglect Report.
 - d. Monthly Contract Update.
8. *Request for New Vendor Contract.
9. Other Matters.
10. Adjourn Business Meeting.

**Note: attached as written reports*

Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.


FEBRUARY 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Public Safety 5:30 pm	6 Ed & Rec 5:30 pm	7	8
9	10 Exec Cmte 5:30 pm	11	12	13	14 	15
16	17	18 Veterans Recognition Subcmte 5:00 pm	19 Public Safety 6:30 pm Board of Supervisors 7:00 pm	20	21	22
23	24 Land Con 6:00 pm PD&T 6:30 pm	25	26 Human Svc 6:00 pm	27 Administration Cmte 5:00 pm	28	



MARCH 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Public Safety 5:30pm	6 Ed & Rec 5:30pm Criminal Justice Coordinating Board 8am	7	8
9	10 Exec Cmte 5:30 pm	11	12	13	14	15
16	17  St. Patrick's Day	18 Veterans Recognition Subcmte 5:00 pm	19 Board of Supervisors 7:00 pm	20	21	22
23	24 Land Con 6:00 pm PD&T 6:30 pm	25	26 Human Services 6:00 pm	27 Administration Cmte 5:00 pm	28	29
30	31					

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center (January 23, 2014)
- Community Options Program Planning Committee (January 27, 2014)
- Neville Public Museum Governing Board (January 13, 2014)
- Northeast Wisconsin CDBG – Housing Region (February 4, 2014 – Draft)
- Planning Commission Board of Directors (December 4, 2013)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD MEETING

January 23, 2014

PRESENT: Marvin Rucker, Beth Relich, Barbara Robinson, Joan Swigert, Larry Epstein, Keith Pamperin, Lisa Van Donsel, Tom Diedrick, Pat Hickey, Melanie Maczka

EXCUSED: Steve Daniels, Lori Rassmusen, Corrie Campbell

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers, Laurie Ropson, John Holzer, Ron Niesing, Kinsey Black, Diana Brown

The meeting was called to order by Chairperson, Diedrick at 8:34 a.m.

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: None

ADOPTION OF AGENDA: Mr. Pamperin/Ms. Van Donsel moved to adopt the agenda.
MOTION CARRIED.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF December 10, 2013:

Mr. Epstein/Ms. Relich moved to approve the minutes of the regular meeting of December 10, 2013.

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

A. REVIEW AND APPROVAL OF FINANCE REPORT-PRELIMINARY YEAR END:

Ms. Bowers reviewed the December 2013 Financial Highlights (enclosure) identifying the variable items within the report. Medical Assistance Administrative revenue is in excess of the budgeted projections. The ADRC State Contract was adjusted mid-year to reflect the allocation awarded to all fully funded ADRC's at the time of entitlement. The additional funds will be used to create additional office space as previously approved by the board. The Nutrition Program has realized a higher average participant donation however; the number of meals served was less than anticipated. Salary and Fringe expenses were also under budget in 2013.

Ms. Bowers reviewed in summary that the ADRC received State and Federal Grant Revenue in excess of budget projections resulting in an increase of the Agency's Net Assets. Ms. Van Donsel/Ms. Maczka moved to approve the Finance Report-Preliminary Year End Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS-DECEMBER 2013: Board members reviewed the Restricted Donation Report. The total additions for the month of December, 2013 were \$10,000 for Rural Outreach and \$10 for the Fishing Club.

Ms. Bowers reviewed the expenditures of the restricted funds as required by the funding source including an explanation of beginning balances in each of the restricted categories, additions, expenditures, and the net restricted donations for 2013.

Mr. Epstein/Ms. Swigert moved to approve the Restricted Donations for December, 2013. **MOTION CARRIED.**

- C. **PRELIMINARY NET ASSET REPORT YEAR END:** Ms. Bowers reviewed the Preliminary Designated/Undesignated Net Asset Report giving a brief explanation of Designated, Undesignated, Restricted Revenues, and all components of the Total Net Assets.

In February of 2013, the Board approved increasing our Undesignated Net Asset target from 10 – 15% to 20-25% of the prior year's operating expenses. Ms. Bowers explained that due to the manner in which the state disburses contract funding the ADRC has to rely on the fund balance to cover 3 months of operations. In the likelihood of sequestration it has been advised to have adequate working capital to cover 4-6 months' operations and manage any unexpected building needs or funding shortfalls. The ADRC has accomplished this goal through long-term planning, conservative budgets and a thorough understanding of the ADRC contract.

An inquiry was made as to how we acquire Undesignated Net Assets. Ms. Bowers explained that the increase in Undesignated Net Assets is the result of unexpected funding opportunities that occur throughout the years. In 2013 the State awarded the ADRC full allocation funding as well as the additional funds we were able to capture with Nursing Home Relocation initiatives. The Undesignated Net Assets are relied upon for working capital given the timing of grant receipts and any funding shortfalls. We will consider these funds in the long-term planning for building improvements and equipment.

Ms. Relich/Ms. Van Donsel moved to approve the Preliminary Net Asset Report Year End. **MOTION CARRIED.**

REVIEW OF BOARD OFFICERS AND COMMITTEES:

- A. **BOARD COMMITTEES FOR 2014:** Ms. Christianson asked that board members review the Board Membership and Appointments (enclosed) for accuracy of information.

BENEFIT SPECIALIST OUTREACH-SOS: Mr. Niesing, ADRC Outreach and Benefit Program Specialist, introduced *"The Medicare Minute"* and the *"Seniors Out Speaking"* Program. In his *"Medicare Minute"* presentation he presented the information as though he was a volunteer presenting to a target audience. Mr. Niesing emphasized that now is a good time to look at an individual's current coverage with a Medicare Plan, Medicare Advantage Plan, and a Medicare Part D and prescription drug plan. Doing so in December assures coverage is set and ready to go for the impending year. Mr. Niesing also highlighted several areas of the Medicare plans for 2014:

- There is a window from January 1 – February 14 allowing you to make a change in a Medicare Advantage Plan
- A “Transition Fill” is when you find that drug coverage does not cover one of the medications needed. During the first three months of the year you are allowed to receive a one time “Transition Fill”, or a 30 day supply of the medication. This then needs to be discussed with a physician and have him/her send in an exception for this drug so the plan will cover it in the future, or a different drug plan can be selected
- With the 2014 change in the Part D Drug Coverage Donut Hole, consumers will only pay 47 ½% of the cost of name brand drugs with a discount of 52 ½% going toward the coverage gap; and 72% of the cost of generic drugs with a discount of 28%
- Mental Health Care is now covered at a rate of 80%, the same rate as for Physical Health Care

Mr. Niesing distributed a handout illustrating the cost changes from 2013 to 2014 noting that there haven’t been a lot of cost changes for the consumer going into 2014.

Mr. Niesing explained that the “*Medicare Minute*” is what the “*Seniors Out Speaking*” Program does. He noted that there are ten volunteers in the program acknowledging Mr. Epstein from the ADRC Board as one of our volunteers. He also distributed a list of topics the program will be speaking on each month and encouraged board members to e-mail him if they have other organizations or groups that would be interested in these presentations or any other benefit presentation. Ms. Christianson will e-mail board members a list of venues at which they are already scheduled to present. Discussion ensued with regard to disability group outreach and bringing a Spanish speaking volunteer into the program.

Mr. Niesing noted that the ADRC was awarded a \$2,000 grant through the Medicare Rights Association to conduct the outreach and receive the Medicare Minute materials. After the year is up, the cost to continue to receive the materials increases to \$5,000. It is our hope that after sharing our success with the state that they will pick up the cost program allowing all Wisconsin counties to participate.

STAFF REPORT - JOHN HOLZER: Mr. Holzer described his role as Facilities/Placement Coordinator which includes managing and supervising overall facility maintenance, maintaining the grounds of the ADRC buildings, coordinating the placement of work experience program candidates at the ADRC and Homebound Meals, and to coordinate the placement of court ordered community service for the county’s Department of Corrections & Circuit Courts.

A. MAINTENANCE PROJECTS: Mr. Holzer reviewed the facility projects that have taken place in 2013 highlighting:

- Took advantage of energy saving opportunities
- Roof replacement
- Increased 4 offices into double offices
- Painted the Dining Room, Hallways, etc.

- Wellness Studio design and construction
- Storage Projects, façade work
- Water cooler with bottle filler

On the Community Service side of Mr. Holzer responsibilities he reported:

- \$9,165 brought in in fees and donations in lieu of community service
- Managed 150 referrals per month of court ordered placements which is down from 250
- 2000 hours are provided to the ADRC, Homebound Meals, and Curative West Adult Day Care each year through Community Service participants

Mr. Holzer also reviewed facility projects anticipated for 2014:

- Change out the water heaters
- Change out some fixtures and switches
- Finish the office remodel/refurnishing on east wall of the office complex
- Upgrade Air Conditioning Units and Boilers
- Replace the roof and AC/Heating unit at 331 S. Adams
- Modernize the ADRC Dining Site and atrium
- Grind sidewalks
- Replace exterior building entrance doors
- Strip lighting to enhance Wellness Studio

B. MAINTENANCE WORKER INCENTIVE FUND-GUIDELINES AND ANNUAL REPORT:

Mr. Holzer noted that we receive a lot of inexpensive labor through several employment programs: the Senior Service Worker Program, the WISE Program, and the Community Corrections Employment Program. These half-time positions pay minimum wage and are intended to be a training program in order for older adults and adults with disabilities to build skills and a resume of experience to assist them with future employment. Last year the ADRC Board approved the guidelines for the Maintenance Worker Incentive Program. These incentives are available to workers that come to us through these employment programs and are used to motivate workers, to recognize them for performance/attendance, and help with crisis issues. A total of 48 incentives were awarded during 2013.

C. LOAN CLOSET REPORT: Mr. Holzer recapped the background of the ADRC

Medical Equipment Loan Closet which currently has an inventory of about 3,350 items. These items are obtained through private donations as well as through our 10 year collaboration with The Green Bay West Lions Club who has been donating approximately \$18,000 of equipment each year. The function of the loan closet is to improve independence in a consumer's home. While individuals may come looking for equipment, they also receive options counseling about all of their needs. Our purpose is not to compete with local vendors or other loan closets, but to partner with them. Mr. Diedrick comments on the collaborative nature of the Durable Medical Equipment providers and the community loan closets. There is mutual respect and all strive to avoid duplication. The ADRC has

a Loan Closet Committee that meets quarterly to discuss policies and process improvements to meet the challenges of the community.

DIRECTOR'S REPORT:

- A. ADMINISTRATIVE ASSISTANT POSITION:** Ms. Christianson introduced Ms. Kinsey Black, currently in the ADRC Clerk II position, who has accepted the Administrative Assistant Specialist position which the board approved during the 2014 budget process. Ms. Black's new role will be to bridge all of our administrative support roles at our front desk and in our support team to assure effective and efficient support is provided throughout the agency. This role will also mobilize a membership process and work on our volunteer, registration and support process.
- B. TITLE CHANGE FOR CLERK II:** Ms. Christianson noted that we would also like to change the title of the Clerk II position to Office Assistant and requested board approval. This position, along with the Benefit Assistant position, has already been internally posted with no interest and we will be starting the process to recruit from the outside.

Mr. Pamperin/Ms. Relich moved to change the title of the Clerk II position to Office Assistant. **MOTION CARRIED.**

- C. LEGISLATIVE BREAKFAST:** Ms. Christianson thanked those board members who attended the Legislative Breakfast and referred them to the notes enclosed.
- D. ALZHEIMER'S STATEWIDE RE-DESIGN PLAN:** Ms. Christianson distributed a hard copy of the Wisconsin Dementia Care System Redesign Draft. She serves on a subcommittee to the Long-Term Support Council at the State and they have been meeting to make recommendations to the Department of Health Services and to the secretary, Kitty Rhoades, about the pros and cons of this plan. They are looking at what a "dementia capable community" might look like, what are some of the gaps, and how such a community can be created in Brown County. Ms. Christianson state the Department of Health Services intends to release an RFP for 10 additional Dementia Care Specialist positions in ADRCs this spring. Ms. Christianson expressed an interest in applying. This position would meet with families, conduct memory screens, and coordinate some evidence based programs to help families.

Ms. Relich/Mr. Pamperin moved to authorized Ms. Christianson to pursue and apply for an Dementia Care Specialist Grant should one become available. **MOTION CARRIED.**

- E. REPORT OF ANNUAL COMPLAINT:** Ms. Giesen distributed the Complaint-Appeal Process along with the Consumer Bill of Rights and Responsibilities offered all consumers who receive services at the ADRC who are receiving eligibility based screening and/or to individuals who are voicing a concern. She noted that we take all formal or informal complaints seriously. Most complaints are handled informally in each program area. When they occur, the coordinator assures that the consumer's needs are met as well as explores ways to improve processes.

Ms. Giesen informed the Board that the only time they would become involved would be if a complaint became a formal complaint and could not be resolved at the Director level. Consumers do always have the right to move ahead to the Board or even the State level without following our prescribed process. Ms. Giesen noted that we did not have any formal complaints in 2013

Discussion ensued with regard to compliance officers, types of complaints, and avenues staff and consumers are able to pursue.

FAMILY CARE UPDATE: Mr. Diedrick stated that there was a press conference held at Options for Independent Living last Friday to give people the opportunity to discuss what Family Care means to them. He stated they wanted to “put a face” on what the needs are and the people this may effect. It was well attended.

Discussion ensued with regard to the difference in Cop waivers versus Family Care benefits, services, and processes. Discussion included concerns about how much Family Care is projected to save in relationship to what Cop and the waivers cost, our role within the county, the private entities, and roles of the role out plan within our community.

LEGISLATIVE UPDATES: None

ANNOUNCEMENTS: Ms. Christianson asked for board feedback on how receiving their board information electronically was working for them. They all agreed that this was the way to proceed. In February board packets will be sent electronically with hard copies being available at the meeting. In the event there would also be a committee meeting scheduled before or after a board meeting, those packets will also be sent electronically in a separate e-mail.

NEXT METING: Mr. Diedrick noted that the next regularly scheduled meeting will be held on February 27 at Aspiro at the Dousman Street location.

ADJOURN: Mr. Epstein/Ms. Van Donsel moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:30 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

PROCEEDINGS OF THE COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE

A regular meeting of the Brown County Community Options Program Planning Committee took place on Monday, January 27, 2014 at 111 North Jefferson Street, Green Bay, Wisconsin.

Present: Helen Desotell, Mary Hansen, Patricia Hickey, Sandy Juno, Mary Schlautman, Cathy Williquette-Lindsay, and Lori Weaver

Absent: None

Excused: Chua Xiong

Others Present: Mary Rasmussen of BCHSD

Chairperson Mary Schlautman called the meeting to order at 8:34 a.m. with roll call. A quorum was present.

MODIFICATION/APPROVAL OF AGENDA

MOTION: Ms. Williquette-Lindsay moved to approve the agenda as mailed. Ms. Desotell seconded. Motion carried unanimously.

MODIFICATION/APPROVAL OF MINUTES

MOTION: Ms. Williquette-Lindsay moved to approve the November 25, 2013 minutes as mailed. Ms. Desotell seconded. Motion carried unanimously.

GENERAL UPDATES

Family Care Update – Ms. Weaver addressed Rolf Hanson’s latest NEW FC Report to the Northeast Wisconsin Region, dated January 2, 2014. The long term care expansion report was favorable and recommended expansion of Family Care and IRIS to all the remaining 15 counties by 2015.

COP High Cost – Ms. Weaver said we have not received our usual COP high cost allotment for the calendar year, but DHS has assured us it is coming. This is to pay for exceptional expenses consumers need such as home remodeling, ramps and van lifts.

Significant Proportions – Ms. Weaver said we are still just shy of the state’s 57% elderly goal. We are taking only elderly and those who meet nursing home diversion/relocation criteria off the waiting list for service. Attrition remains the main reason for the difficulty maintaining the 57%. This past year we had 29 nursing home diversions, six of whom were physically disabled, and 22 nursing home relocations that bumped ahead of others on the list, nine of whom were physically disabled. There were also 25 people qualifying as nursing home relocation that were taken off the waiting list in addition to these 29 individuals. Currently case managers are being assigned cases from June, 2013 and prior from the COP waiting list.

Staff Update – Ms. Weaver has accepted the Long Term Care Manager position, and an internal candidate has accepted the Long Term Care Supervisor vacancy. This person will begin next Monday. There are now 19 COP employees plus one who is close to being hired, which will then bring the COP unit up to full staff.

PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – January 27, 2014

CIP Update – Ms. Hansen said one case manager retired recently, and some other case managers have accepted positions with the Adult Protective and Children’s Waiver units, so the CIP unit is down in staff. Therefore no one is being taken off the waiting list right now. Interviews are taking place, and one new worker will begin on February 10. We hope to be back up to full staff soon.

Tammy Hofmeister from the state will be coming to Brown County Human Services on January 29 to talk to Long Term Care staff about integrated employment settings. This is part of Family Care readiness, and it is a movement which will change the way we think. Ms. Hickey attended the recent legislative breakfast and is an advocate for the sheltered employment workshops. In some eastern states they have closed the sheltered workshops and gone to a “one size fits all” approach to community employment, and this is not necessarily the best way to go. She gets the impression that most of the northeast Wisconsin legislators are in favor of our current sheltered employment facilities such as Aspiro, and she is curious to hear what Ms. Hofmeister has to say.

MOTION: Ms. Hickey moved to approve the update reports and place them on file. Ms. Williquette-Lindsay seconded. Motion carried unanimously.

CLOSED SESSION

Ms. Schlautman read the following notice:

Pursuant to 19.85(1)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to—

MOTION: Ms. Hickey moved to go into closed session. Ms. Williquette-Lindsay seconded. Ms. Schlautman conducted a roll call vote. Ms. Desotell, Aye, Ms. Hansen, Aye, Ms. Hickey, Aye, Ms. Juno, Aye, Ms. Schlautman, Aye, Ms. Williquette-Lindsay, Aye. Motion carried.

MOTION: Ms. Williquette-Lindsay moved to go back into regular open session. Ms. Desotell seconded. Ms. Schlautman conducted a roll call vote. Ms. Desotell, Aye, Ms. Hansen, Aye, Ms. Hickey, Aye, Ms. Juno, Aye, Ms. Williquette-Lindsay, Aye. Motion carried.

During the closed session the Committee made the following decisions:

- 7A) One CBRF variance request for placement at McCormick CBRF
- 7B) One CBRF variance request for placement at Care for All Ages CBRF

Neither of these requests required an individual vote from the Committee as they were both covered under the June, 2009 resolution granting blanket approval to five CBRF facilities. These requests were submitted to the Committee for informational purposes only.

PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – January 27, 2014

OTHER BUSINESS

Ms. Schlautman asked what will happen with this Committee when Family Care begins. Ms. Hansen said COP dollars will stay here and the Committee will continue, although the structure may be different. The COP supervising position would stay on the Committee. Ms. Weaver said it would be beneficial to have representation from the mental health area on the COP committee since many of these individuals are clients eligible for COP but not Family Care. We have been unsuccessful in attempts to recruit mental health and AODA representatives for the Committee for the past two years, though efforts continue.

MOTION: Ms. Hickey moved to adjourn. Ms. Juno seconded. Motion carried unanimously. The meeting adjourned at 8:52 a.m.

Respectfully submitted,
Mary Rasmussen

**PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM
GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:40 p.m. on Monday, January 13, 2014 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Tom Sieber, Kramer Rock, Sandy Juno, Bernie Erickson,
Diane Ford

ALSO

PRESENT: Beth Lemke, Bill Meindl (Green Bay Development News)

CALL MEETING TO ORDER

1. Chairman Kuehn called the meeting to order at 4:40PM.

2. APPROVE/MODIFY AGENDA

Motion made by Bernie Erickson and seconded by Diane Ford to approve the agenda.

Vote taken.

MOTION APPROVED UNANIMOUSLY.

3. Update and Discussion on FY 14 budget and program plans

Museum staff and Neville Public Museum Foundation staff have approved a storyboard. Arketype will be constructing a website using Business Catalyst Online Business Platform (Adobe Systems). The site will include a content management system (CMS) for ease of updating the website, a customer relationship management (CRM) system for keeping track of customers and prospects, an email marketing module, a blogging engine, and Google Analytics for website performance, and an E-Commerce Engine for donations.

Neville staff will focus efforts in 2014 towards digital projects such as 100 Years 100 Objects and 25 most requested digital reproductions from the Press Gazette photography collection.

Museum Staff are busily working on the research, design and fabrication of *A Century of Discovery*, which will include exhibitions on the museum's past, present and future (opening 1/25/13) as well as rotating components on the 100th anniversary of WWI (opening 2/8/13).

Staff are also working with the Packers Hall of Fame Inc. Board towards shared goals of a late spring opening of *Touchdown! Green Bay Packers Hall of Fame Inc. at the Neville Public Museum*. Discussion ensued, no action taken.

4. Discussion of Museum Master Plan. Robert Mac West of Informal Learning Associates was hired as the consultant to work with museum and county staff and stakeholders. Discussion ensued, no action taken.

5. Adjournment. Motion to adjourn made at 5:15 by Kevin Kuehn seconded by Diane Ford.

MOTION APPROVED UNANIMOUSLY



Northeastern Wisconsin CDBG – Housing Region Committee Meeting

10:30 A.M. – 12:00 P.M.

Tuesday, February 4, 2014

Brown County Northern Building, Room 200

305 E. Walnut St.

Green Bay, WI

(DRAFT) MINUTES

In attendance:

Aaron Schuette – Brown County
Todd Mead – Brown County
Dena Mooney – Calumet County
Sam Perlman – Door County
Sam Tobias – Fond du Lac County
Greg Thousand – Kewaunee County
Andrea Raymakers – Manitowoc County
Robin Elsner – Marinette County (via teleconference)
Kent Gross – Outagamie County
Emily Vetting – Sheboygan County
Justin Mitchell – Winnebago County
Su van Houwelingen – Winnebago County

1. Call to Order.

A. Schuette called the meeting to order at 10:30 a.m.

2. Introductions.

A. Schuette welcomed the committee and each committee member introduced her/himself. A. Schuette informed the committee that Todd Mead has been hired to fill the Planner I – Housing position and be the primary point of contact for the regional CDBG-Housing program. T. Mead provided a summary of his background in housing counseling and lending.

3. Action regarding Northeastern Wisconsin CDBG-Housing Region Committee Meeting Minutes of October 1, 2013.

A. Schuette asked if there were any questions or corrections to the draft minutes from the October 1, 2013, committee meeting. S. van Houwelingen made a

motion to adopt the minutes as presented. S. Tobias seconded the motion. Motion to adopt the minutes as presented passed unanimously.

4. Overview of Regional CDBG-Housing Program for New Committee Members.

T. Mead provided a brief overview of the program based on the promotional flyer for the program. S. Perlman asked about the 30-year time limit of the loan and what happens if a person forgets about the loan. A. Schuette stated that every year a residency confirmation letter must be sent to all open loans to ensure the applicant still lives there. The applicant must sign the letter and provide a utility bill or similar proof of residency back to Brown County.

K. Gross asked if a Housing Quality Standards (HQS) evaluation firm had been hired. A. Schuette reported that Housing Authority Services (HAS) of Akron, Ohio has been selected to provide HQS evaluations following a formal Request for Proposals. A. Schuette stated that there was concern regarding availability for evaluations considering the distance between Akron and Northeastern Wisconsin. A. Schuette stated that they have experience performing evaluations from Maine to California and Housing Authority Services has provided assurances that availability will not be a problem. A. Schuette said their references also stated that their availability was not a problem.

S. van Houwelingen asked if the income limits for rental units apply to the landlord. T. Mead stated that the income limits are for the rental units, not the landlord. S. van Houwelingen voiced concern that a wealthy landlord could use the program to repair units that he/she could afford to repair on their own. A. Schuette said this is a possibility, but it would still improve the housing situation for the low-moderate income persons living in the unit(s).

S. Tobias asked if there will be a deadline for submittal of the applications to the counties by the homeowners. S. Tobias suggested a month after the applications are sent from Brown County. A. Schuette said that is a good suggestion and it will be included on the application cover letter.

G. Thousand asked what would happen if an application for a high priority repair such as a furnace came in after the application period. A. Schuette said that it should really be included in consideration with the other applications as possible.

S. van Houwelingen asked if a repair could be made and then reimbursed through the CDBG-Housing program. A. Schuette responded that there is a provision for an emergency repair of up to \$5,000, provided the applicant commits to an HQS inspection and bringing everything else up to “decent, safe, and sanitary” conditions in accordance with the CDBG-Housing program. Otherwise, the program does not reimburse for projects already completed.

R. Elsner suggested that for issues such as furnaces, the local county Energy Assistance Program should be contacted since they may be able to act in a timelier manner.

Discussion ensued regarding various aspects of the CDBG-Housing program.

5. Action regarding Northeastern Wisconsin CDBG-Housing Region Policy and Procedures Manual.

A. Schuette provided background on the draft manual stating that the manual was reviewed at the October 2013 meeting and feedback was provided from the committee. Committee feedback was included in the current draft.

S. Perlman asked if the one-to-one match (\$1 applicant to \$1 CDBG program) and \$1,000 of the applicant’s own funds for down payment/closing cost assistance was a new requirement. A. Schuette stated that he believed it was a requirement in the current program, as identified in the draft policy and procedures manual. S. Perlman also asked what other funds could be used for the applicant’s match. A. Schuette stated that he did not believe there was a limitation on the source of funds for the match. K. Gross and J. Mitchell stated that there may be limits with regard to HOME and other federal funds with regard to matching with CDBG-Housing funds. A. Schuette said he would refer to the CDBG-Housing manual and Wisconsin Department of Administration (WDOA) to clarify and provide the information to the committee.

(Editor’s note: the CDBG-Housing Manual, Chapter 4, Page 7, states, “All down payment loans must be matched 1:1. The matching down payment may be from other grant funds or the homebuyer’s contribution. The matching sources must be documented with the project file. Every homebuyer applicant must contribute at least \$1,000 of their own funds toward the purchase of the property. This amount may be contributed towards down payment.” This information was subsequently provided to the committee via email).

J. Mitchell asked if there was consideration to requiring a fee for loan subordination requests. T. Mead stated that we are not requiring a fee at this time; however, we are requiring the person requesting the subordination request to prepare the subordination document. A. Schuette said this is something we will need to evaluate as we move into program implementation.

J. Mitchell asked if there was a provision whereby if a client had 50% or more equity in the house that if there was a request for subordination, rather than subordinate the position, the CDBG-Housing loan be paid off. A. Schuette asked J. Mitchell to provide this question to him in an email for discussion with the WDOA.

A. Raymakers asked which loan position the CDBG-Housing loan will typically be in. T. Mead stated that they will typically be in a second position behind the primary bank mortgage, unless asked to subordinate.

A. Schuette asked if there was any additional discussion on the Northeastern Wisconsin CDBG-Housing Region Policy and Procedures Manual. A. Schuette said that he will research the requested clarifications and provide the information to the committee in a follow-up email. D. Mooney made a motion to approve the manual with the clarifications forthcoming. S. Perlman seconded. Motion passed unanimously.

6. Discuss contractor qualifications.

T. Mead stated that all contractors that perform work in the program must be licensed, bonded and insured. T. Mead asked the committee if they have lists of contractors from previous projects. K. Gross stated they have a list of contractors that have performed work for the Appleton/Outagamie County Housing Authority broken down by trade, and he would be willing to provide that to T. Mead. A. Schuette said that if a county does not have a list, that it is not critical to the program and they would manage without. A. Raymakers asked how the bidding process would work. A. Schuette explained that Brown County, in partnership with the HQS evaluator, would prepare the bid documents, send out the bid documents, and receive the bid documents. The bid documents would be opened with the homeowner and the lowest reasonable bid would be awarded the contract. The homeowner has the option to pay the difference for a higher bid, if they so desired.

7. Review and verify county contacts.

T. Mead distributed a spreadsheet with the contact name and address for the appropriate county recipient of the applications. Each committee member verified the address and information on the spreadsheet.

8. Adjourn.

A. Schuette and T. Mead thanked the committee members for attending the meeting and said the committee members should feel free to contact them at any time. J. Mitchell made a motion to adjourn. Motion seconded by G. Thousand. Meeting adjourned at 11:50 a.m.

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, December 4, 2013
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>X</u>	John Klasen	<u>X</u>
James Botz	<u>X</u>	Michael Malcheski	<u>Exc</u>
Paul Brewer	<u>X</u>	Ken Pabich	<u>X</u>
William Clancy	<u>X</u>	Scott Puyleart	<u>Exc</u>
Norbert Dantine, Jr.	<u>X</u>	Dan Robinson	<u>X</u>
Ron DeGrand	<u>X</u>	Ray Tauscher	<u>X</u>
Bernie Erickson	<u>Exc</u>	Mark Tumpach	<u>X</u>
Steve Gander	<u>X</u>	Steve VandenAvond	<u>X</u>
Adam Gauthier	<u>X</u>	Tim VandeWettering	<u>X</u>
Steve Grenier	<u>X</u>	Jason Ward	<u>X</u>
Phil Hilgenberg	<u>X</u>	Dave Wiese*	<u>X</u>
Dotty Juengst	<u>X</u>	Reed Woodward	<u>X</u>

OTHERS PRESENT: Lisa J. Conard, Patty Kiewiz, Chuck Lamine, *Burt McIntyre for Dave Wiese, Cole Runge, Peter Schleinz, Jennifer Schmohe, Gary Tanck, and Mai Yia Yang

N. Dantine opened the meeting at 6:30 p.m.

1. Approval of the minutes of the November 6, 2013, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by S. Grenier, seconded by J. Klasen, to approve of the minutes of the November 6, 2013, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Receive and place on file the draft minutes from the November 18, 2013, meeting of the Transportation Subcommittee.

A motion was made by S. Grenier, seconded by R. DeGrand, to receive and place on file the draft minutes from the November 18, 2013, meeting of the Transportation Subcommittee. Motion carried.


3. **Public Hearing:** Major Amendment #1 to the 2014-2018 Transportation Improvement Program for the Green Bay Urbanized Area.

N. Dantine turned the public hearing over to L. Conard.

L. Conard opened the public hearing for Major Amendment #1 to the 2014-2018 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

Because the amendment is considered major amendment, a 15-day public review and comment period and a public hearing are required. L. Conard provided the amendment detail as follows:

L. Conard reviewed the amendment:



All interested persons are advised of a public review and comment period and public hearing regarding the *Draft Major Amendment #1 to the 2014-2018 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. The amendment is as follows:

Project	Federal Funds Available
Distribution of Federal Surface Transportation Program - Urban (STP-U) funds to qualifying transportation projects located in the Green Bay Urbanized Area.	\$11,433,970

The public hearing will take place before the Brown County Planning Commission Board of Directors on:

Wednesday, December 4, 2013
Green Bay Metro Transportation Center – Commission Room
901 University Avenue
Green Bay WI 54302
6:30 p.m.

Additional information can be obtained by contacting Lisa J. Conard, Brown County Planning Commission, PO Box 23600, Green Bay, Wisconsin 54305-3600 or at conard_lj@co.brown.wi.us. Comments regarding the amendment will be accepted through December 4, 2013.

L. Conard stated that the Brown County Planning Commission Board of Directors Transportation Subcommittee met to discuss the distribution of STP-Urban funds and to develop a recommended program of projects.

L. Conard detailed the recommendation as shown below:

**Brown County Planning Commission Board of Directors
Transportation Subcommittee
Recommendation for STP-U Funding**

Route	Location	Jurisdiction	Project Cost	Federal Funds Allowable/ Requested	Proposed Funding Level Amount	Percent
Webster Avenue	East River to Radisson St	Green Bay	\$6,137,500	\$4,910,000	\$4,910,000	80.0%
Cottage Road (CTH EA)	Willow Rd to STH 29	BC/Bellevue	\$2,695,000	\$2,156,000	\$2,156,000	80.0%
Vincent Road	Memorial Dr to N Taylor St	Howard	\$820,000	\$656,000	\$656,000	80.0%
Green Bay Metro	Green Bay Urbanized Area	----	\$1,200,000	\$960,000	\$960,000	80.0%
Ninth Street	Grant St to Main Av	De Pere	\$292,250	\$233,800	\$233,800	80.0%
Erie Street	O'Keefe Rd to Virginia Dr	De Pere	\$468,400	\$374,720	\$374,720	80.0%
Helena Street	Seventh St to Sixth St	De Pere	\$62,500	\$50,000	\$50,000	80.0%
Libal Street	Ridgeway Dr to Lebrun St	De Pere	\$87,830	\$70,264	\$70,264	80.0%
Cormier Road	Ashland Av to Oneida St	Ashwaubenon	\$2,875,000	\$2,300,000	\$2,023,186	70.4%
						\$11,433,970

L. Conard stated that comments received during the public participation process would be forwarded to the Brown County Planning Commission for its consideration.

L. Conard stated that the projects approved for STP-Urban funds will constitute *Major Amendment #1 to the 2014-2018 Transportation Improvement Program for the Green Bay Urbanized Area*.

L. Conard asked three times if anyone wished to speak. Hearing no requests to speak, the public hearing was closed. L. Conard informed the commission that the requirements for public participation have been fulfilled.

4. Discussion and action on Major Amendment #1 to the 2014-2018 Transportation Improvement Program for the Green Bay Urbanized Area.

A. Gauthier stated that the use of "Cottage Road" to describe South Huron Road is incorrect.

C. Runge stated that "Cottage Road" was included on the application submitted by the Brown County Public Works Department staff and that a correction can be made.

K. Pabich asked if the Village of Ashwaubenon was aware that the recommended funding level for the Cormier Road project reached 70.4%.

L. Conard stated yes. It is not uncommon for a project to be funded between the allowable amounts of 50-80%.

N. Dantine asked who would be responsible for the 20% on the Cottage Road (S. Huron Road) project.

L. Conard stated that Brown County and the Village of Bellevue would each pay 10%.

The planning commission opened the floor to allow interested parties to speak.

Gary Tanck, 1400 North Baird Street #93, Green Bay, stated that he would like to see the City of Green Bay make improvements to area sidewalks and crosswalks, and to paint crosswalks in a timely manner when the lines fade. G. Tanck suggested that some of the money available be used to do this. G. Tanck asked how a citizen would go about making this happen.

L. Conard stated that a possible first step would be to contact your alderperson and provide detailed information about what you would like to see improved. The alderperson, at their discretion, may forward the information to the city's Improvements and Services Committee.

The planning commission closed the floor.

P. Blindauer asked if there were standards for bus replacement.

L. Conard stated there are standards. A bus is considered at the end of its useful life when it reaches 10-12 years of age and 500,000 miles. Green Bay Metro has a fleet of 35 buses. Sixteen of them are beyond their useful life. In addition, Metro had 18 40' buses in its fleet not too long ago. Metro is down to one (built in 1995), and the one is expected to fail in the near future. The operations staff does not have the flexibility within the fleet to assign the appropriate piece of equipment to every route. It is not uncommon to have several standing-only loads during peak passenger times.

P. Blindauer asked about a bus purchasing schedule.

L. Conard stated that ideally a system the size of Metro would receive about four new buses every other year. Unfortunately, that has not been the case. Buses are purchased when funding is available. Federal funding for capital items (equipment) is very limited. Metro does not anticipate receiving funding for buses in the near future. This is a big concern for the system.

S. VandenAvond asked about the *Years in TIP* criterion.

L. Conard stated projects receive one point for each year in the TIP (maximum of 5).

S. VandenAvond asked staff to explain "funding availability."

L. Conard stated "funding availability," or the allocation of STP-Urban funds based on an entity's percent of functionally classified roadways within the urbanized area, is one of eight criteria included in prioritization process. WisDOT provides the MPO with a list of the percent of the functionally classified road miles (collector and above) under each jurisdiction. The City of Green Bay has approximately 35% of the system's miles under its jurisdiction. Brown County has about 40% of the system's miles, and the balance is shared among the other urbanized area jurisdictions.

Applying "funding availability" assures that one jurisdiction does not receive a significantly disproportionate amount of funding relative to their share of system mileage.

J. Botz asked why the Manitowoc Road and Bay Settlement Road projects were not part of the recommendation since they ranked higher than other projects recommended for funding.

L. Conard stated that Manitowoc Road was not recommended for funding because the Village of Bellevue has a negative balance (it has used more funds in the past than it has "banked"). The same is true for Bay Settlement Road in the Town of Scott.

The joint project between the county and the Village of Bellevue is included in the recommended project list because one of the sponsors has a significant positive "balance."

L. Conard noted the Village of Allouez is not represented on the recommended project list. This is due to the fact that a very significant project in the village, Greene Avenue, was approved for funding during the last funding cycle. It may take one or two cycles for the village to return to a positive balance.

D. Juengst asked about the Mobility Manager project that is not recommended for funding.

L. Conard outlined the merits of the program. L. Conard stated that the project did not rank high based on the scoring criteria approved by the planning commission.

L. Conard noted that the federal program (Federal Section 5316) that previously covered 80% of the costs of the Mobility Manager has been eliminated. MPO staff had several discussions with WisDOT staff on possible alternative funding programs, including use of the state's partner program (WETAP), without luck.

L. Conard suggested that although the project has proven to be a good one, it is not a good fit for the STP-Urban program.

L. Conard reminded the planning commission that it has the authority to fund a project not recommended by the Transportation Subcommittee.

S. Grenier stated that he serves on the Transportation Subcommittee with senior staff from the jurisdictions with projects on the recommended list. The members of the Transportation Subcommittee agreed unanimously with the recommendations as presented.

N. Dantine asked who is responsible for the 20% match for the buses.

L. Conard stated that the City of Green Bay has a reserve account that is used to cover the 20% match. Over time, the participating entities (Green Bay, De Pere, Allouez, Ashwaubenon, and Bellevue) are billed for depreciation of capital assets. Therefore, all of the entities that participate in the transit system contribute to the 20% match.

A motion was made by K. Pabich, seconded by J. Ward, to approve Major Amendment #1 to the 2014-2018 Transportation Improvement Program for the Green Bay Urbanized Area. Motion carried.

5. Discussion and action concerning the MPO Public Participation Process Update.

C. Runge stated that the document is reviewed annually. A public comment period was held and no comments were received. Minor changes have been made to reflect the new federal transportation law, MAP-21.

S. VandenAvond asked about performance goals identified in the plan.

C. Runge stated that for example, a phone survey might have a target of 90% responses, although ideally a 100% response rate would be preferred. The MPO's public involvement efforts vary from project to project, and the techniques that are used depend on the plan or project that is being completed.

C. Runge stated that when planning staff conducts a survey or study regarding a specific bus route, it would not be uncommon for staff to ride the bus and interview passengers using the service.

The planning commission opened the floor to allow interested parties to speak.

Gary Tanck, 1400 North Baird Street #93, Green Bay, suggested that MPO staff engage people who may have an interest in the subject matter and invite them to participate in surveys or other discussions. An invitation of the website could be posted.

The planning commission closed the floor.

Discussion occurred on public involvement and the use of social media.

C. Runge stated that he studied the use of Facebook and other social media used by other MPOs, state Departments of Transportation (DOTs), and the Federal Highway Administration (FHWA). He stated that it does not appear to be very effective for large-scale planning studies, but specific projects appear to engage more people.

D. Robinson asked planning staff if they could bundle public hearings to generate more public interest.

C. Runge stated that staff tries to do this when possible, but it is difficult because plans and studies typically have different completion deadlines throughout the year. Plans and studies are also often subject to a 15-, 30-, or 45-day public review period, and it is often not possible to hold more than one or two hearings at a single meeting.

B. McIntyre stated that the Village of Howard just completed its budget process for 2014. There was very little interest from the public. B. McIntyre stated that low interest can be tied to the fact that it was not a controversial budget.

S. VandenAvond stated that this is a very important document and applauds the search for new methods to engage people.

P. Blindauer stated that the Chamber of Commerce Chamber of Commerce sends out a newsletter entitled Public Policy News Briefing and it is effective.

D. Juengst asked about the nine assurances that appear on the accompanying resolution.

C. Runge stated that WisDOT requires the nine assurances to appear on resolutions for major documents.

C. Runge stated he has talked to WisDOT about further defining the assurances and WisDOT plans to work with all of the state's MPOs do so in the near future.

C. Runge stated that the Transportation Subcommittee recommends approval of the document.

A motion was made by K. Pabich, seconded by J. Ward, to approve the MPO Public Participation Process Update. Motion carried.

6. Discussion and action on the Draft Congestion Management Process (CMP) for the Green Bay Metropolitan Planning Area.

According to federal law (23 USC 134 and 49 USC 5303), urbanized areas that have populations of 200,000 or more must have Congestion Management Processes (CMPs) that provide information about transportation system performance, offer strategies for alleviating traffic congestion, and identify methods of enhancing the mobility of people and goods. The CMP is to be developed and implemented as an integrated part of the metropolitan transportation planning process, and it is intended to support the use of appropriate demand management, operations, and other strategies to meet transportation needs. The multimodal performance measures and strategies developed by the CMP are to be reflected in the MPO's Long-Range Transportation Plan and Transportation Improvement Program.

Because the Green Bay Urbanized Area's population exceeded 200,000 following the release of the 2010 US Census data, a CMP was developed that addresses congestion on the major transportation facilities within the MPO's Metropolitan Planning Area.

C. Runge stated that staff intends to continue to collect data for the CMP's performance measures in 2014.

C. Runge stated that during the CMP's public review period, staff received requests to add the I-43/Manitowoc Road and STH 172/CTH GV interchanges to the CMP's existing congestion chart and map. C. Runge recommended that these interchanges be added to the CMP when it is approved.

C. Runge stated that the Transportation Subcommittee recommends approval of the document.

A motion was made by K. Pabich, seconded by S. Grenier, to approve Congestion Management Process (CMP) for the Green Bay Metropolitan Planning Area. Motion carried.

7. Overview of the *2013 Coordinated Public Transit-Human Services Transportation Plan for Brown County, Wisconsin*.

L. Conard stated that a two-page summary of the plan was included in the packet for the meeting.

L. Conard stated that *Moving Ahead for Progress in the 21st Century (MAP-21)*, the current federal transportation law, requires the creation of a "*locally developed coordinated public transit-human services transportation plan*."

In cooperation with the Wisconsin Department of Transportation, the Brown County Planning Commission (BCPC) staff is responsible for this requirement in Brown County.

L. Conard noted that the plan requires the following elements:

1. Complete an ***Inventory of Transportation Services*** in the county that serve seniors, persons with disabilities, and low income individuals (target population).

2. Facilitate a **County Meeting** which includes representatives from public, private, and nonprofit transportation and human service providers, as well as participation from the public.
3. Develop an **Action Plan**.
4. Review and approve a **Program of Projects**.

L. Conard suggested that the Action Plan component is significant in that it recognizes gaps and concerns with transportation services, identifies possible solutions, identifies the responsible parties, and identifies roadblocks to implementation.

P. Brewer asked if residents of Wrightstown are included.

L. Conard stated yes. A very limited amount of transportation services are available to rural residents. The plan identifies that there is a lack of rural transportation services in Brown County.

P. Brewer stated that rural seniors need transportation to the Green Bay area for medical appointments, and taxi services are expensive.

L. Conard stated that seniors on Medicaid and BadgerCare Plus may be eligible for subsidized transportation (through the Wisconsin Department of Health Services). L. Conard suggested that those individuals contact the Aging and Disability Resource Center of Brown County for information about the state's program.

D. Juengst asked who works on implementing action plan items.

L. Conard stated that the action plan item has a corresponding "responsible party or parties." MPO staff shares this information with affected agencies, organizations, and departments.

L. Conard stated that this plan is unique in that it does not go to any commission, committee, or government body for approval.

The plan is not an official planning commission plan. It is a plan developed by the county meeting participants. MPO staff facilitates the meeting, and attendees suggest items to include in the plan. MPO staff takes the suggestions back to the office and writes the plan and submits it to the meeting participants for review.

L. Conard stated that the completed plan was submitted to WisDOT staff. WisDOT staff reviews the plan and determines if the federally required plan process was followed and required elements were included in the plan. WisDOT staff concluded that the plan did meet the requirement and notified the Federal Transit Administration (FTA). This will allow federal Section 5310 funds (for 2014 and 2015) to flow into Brown County.

D. Juengst noted that the expansion of the mobility manager function is included in the plan.

L. Conard stated it is. Since the federal program that previously provided funding for mobility management program no longer exists, the next best possible federal funding option may be the federal Section 5307 (transit operating assistance) program. However, Green Bay Metro is the designated recipient of Section 5307 funds in the urbanized area. It is unlikely that the Green Bay Transit Commission would be willing to fund the mobility manager function in Brown County because Section 5307 funds have been gradually declining for a number of years.

D. Juengst stated that the mobility manager function is essentially a human service function.

L. Conard stated a similar program exists in the Fox Valley and is called "Making the Ride Happen." It offers transportation advice and assistance to those in need. A portion of the program is funded privately. It is a very effective program.

D. Robinson asked if the Action Plan items are prioritized.

L. Conard stated that they are not.

D. Robinson stated that "continue to study the possibility of creating a Regional Transportation Authority (RTA) in the Green Bay area, Brown County, or region" is included as an Action Plan item.

C. Runge stated that this concept has been discussed in the past as a method of maintaining Green Bay Metro's viability and the viability of other transit systems throughout the state. It was identified by the county meeting participants during the county meeting, so it is included in the Action Plan.

D. Robinson asked if MPO staff is pursuing this.

C. Runge stated that MPO staff is not.

D. Robinson asked staff to confirm that the State of Wisconsin must pass enabling legislation before an RTA may be formed.

C. Runge stated that this is correct.

L. Conard noted that a Wisconsin State Senator has proposed enabling legislation for a Fox Cities Regional Transit Authority. A hearing is scheduled in Madison for December 19.

8. Amended agreement between the Wisconsin Department of Natural Resources and Brown County Planning Commission increasing the Water Quality Management grant.

P. Schleinzi stated that in November, the WDNR awarded the BCPC an additional \$7,000 in grant funds for 2013, increasing the grant total to \$47,000. The additional \$7,000 would reduce environmental and water quality-related expenses if accepted by the BCPC Board of Directors.

A motion was made by J. Botz, seconded by R. DeGrand, to amend the agreement between the Wisconsin Department of Natural Resources and Brown County Planning Commission to increase the Water Quality Management grant amount. Motion carried.

9. Update regarding southern bridge.

C. Runge stated the bridge proposed by Brown County Public Works staff at a recent meeting has been withdrawn.

10. Director's report.

C. Lamine reported that Mr. Todd Mead has been hired to fill the Planner I - Housing position.

C. Lamine stated Brown County will be hosting a one-day workshop relating to the development of the Brown County Research and Business Park. Staff from the Association of University Research Parks will offer their experience and advice on the management, finance, and marketing of the park.

The Cardinal Capital Veterans Housing Project continues to proceed. Half of the housing credits were awarded in 2013, and it is anticipated that the remaining credits will be approved in 2014. Construction is scheduled to begin in the summer of 2014 with an anticipated opening in 2015.

C. Lamine stated that the proposed 2014 department budget was adopted by the Brown County Board of Supervisors without changes. C. Lamine thanked the planning commission for its support.

M. Tumpach suggested that C. Lamine attend a neighborhood association meeting (possibly a joint meeting of the Lake Largo and Schmitt Park associations) to discuss the progress of the Brown County Research and Business Park. C. Lamine agreed to do so.

C. Lamine stated that the January meeting of the BCPC Board of Directors will likely be cancelled.

11. Brown County Planning Commission staff updates on work activities during the month of November 2013.

Staff updates on work activities during the month of November 2013 were included in the meeting packet.

12. Other matters.

None.

13. Adjourn.

A motion was made by A. Gauthier, seconded by R. DeGrand, to adjourn.

The meeting ended at 7:49 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
December 4, 2013**

November 2013 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Continued to research and analyze background materials for the Brown County Research and Business Park Feasibility Study.
- Met with Brown County and UWGB staff to discuss the proposed workshop with the Center for University Research Parks.
- Conducted staff meetings.
- Met with a developer and representatives of Advance to discuss retail development potential on Airport non-aeronautical property.
- Attended and presented an update to the Oneida Business Council regarding potential Airport Economic Development concept design for an Airport Industrial Park on non-aeronautical properties at the Airport.
- Coordinated with legal counsel regarding a collection action associated with the delinquent Raven Manufacturing Brown County Revolving Loan Fund (RLF) loan and MetJet, Inc.
- Attended a meeting of the County Executive's Economic Development Work Group.
- Attended the Brown County Planning, Development & Transportation Committee meeting to present an update regarding development progress for the Brown County Research and Business Park.
- Conducted interviews for the vacant Planner I - Housing position.
- Prepared for and participated in a meeting about the southern bridge project with the County Executive, County Principal Transportation Planner, County Department of Public Works (DPW) Director, and representatives of the Brown County Board, City of De Pere, Town of Ledgeview, Town of Lawrence, and Town of Rockland.
- Prepared for and participated in a meeting with the County Executive, County Principal Transportation Planner, County DPW Director, and County DPW Engineering Manager to discuss the next steps in the southern bridge project's Interstate Access Justification Report (IAJR) and Environmental Impact Statement (EIS).
- Reviewed and scored proposals for the Housing Quality Standards evaluation services for the CDBG-Housing program.
- Met with City of Green Bay Planning Department staff on November 25 to discuss the University Avenue Corridor Redevelopment Plan and the Brown County Research and Business Park project.
- Met with economic development representatives of WPS to discuss their participation in the January 22, 2014, Brown County Research and Business Park Workshop to be conducted by representatives of the Association of University Research Parks.
- Attended the November 6 Brown County Board budget meeting.
- Attended the monthly meeting with WisDOT staff regarding the Southern Bridge and Arterial Environmental Impact Statement and Interstate Access Justification Report.
- Met with representatives of Advance and the City of De Pere and Village of Howard regarding potential creation of a Regional Economic Development Revolving Loan program.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Prepared the final 2014 Transportation Planning Work Program after it was approved by the BCPC Board of Directors. Also sent the final work program to the Wisconsin Department of Transportation (WisDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).
- Completed pavement ratings with the Transportation Planner I for road projects that were submitted for the additional Surface Transportation Program (STP) funding that the MPO recently received from WisDOT and FHWA.
- Corresponded with the WisDOT Northeast Region's Local Program Manager to explain the process that is being followed to allocate the MPO's additional STP funding and clarify the amount of additional STP funding that is available to the MPO.
- Incorporated comments from WisDOT and FHWA into the MPO's draft 2013 Public Participation Plan (PPP).
- Developed responses to comments from WisDOT about proposed changes to the Green Bay Urbanized Area's functional classification system. Also participated in a conference call with WisDOT Northeast Region and Central Office staff to discuss the criteria used to modify the functional classification system.
- Finished the third draft of the Environmental Report (ER) for CTH GV between CTH G and CTH X and submitted the draft ER to WisDOT Northeast Region staff for review.
- Prepared for and participated in a meeting about the southern bridge project with the County Executive, County Planning Director, County Department of Public Works (DPW) Director, and representatives of the Brown County Board, City of De Pere, Town of Ledgeview, Town of Lawrence, and Town of Rockland.
- Prepared for and participated in a meeting with the County Executive, County Planning Director, County DPW Director, and County DPW Engineering Manager to discuss the next steps in the southern bridge project's Interstate Access Justification Report (IAJR) and Environmental Impact Statement (EIS).
- Staffed a meeting of the BCPC Transportation Subcommittee with the Transportation Planner I.
- Corresponded with WisDOT's Transportation Alternatives Program (TAP) Coordinator to clarify rules about the new program.
- Discussed the specific engineering requirements for the engineering and operations analysis component of IAJs with WisDOT's IAJR Coordinator. Also continued to work with the consultant that was hired to complete the operations analysis for the IAJR.
- Reviewed and commented on WisDOT's proposed revisions to the Green Bay MPO's transportation funding reimbursement form.
- Reviewed and commented on revisions to the draft Transportation Chapter of the Village of Suamico Comprehensive Plan Update.

The recent major planning activities of Aaron Schuette, Principal Planner:

- Met with Village of Suamico staff on November 5 to discuss the comprehensive plan process.
- Presented the draft Housing Chapter to the Village of Suamico Comprehensive Plan Update committee on the evening of November 7.
- Completed revisions to the Village of Suamico Housing Chapter for the Village of Suamico Comprehensive Plan Update.
- Completed a draft of the Village of Suamico Economic Development Chapter for the Village of Suamico Comprehensive Plan Update.

- Coordinated with the Brown County Corporation Counsel and Wisconsin Department of Administration regarding the regional cooperative agreement and CDBG-Housing grant contract.
- Reviewed and scored proposals for the Housing Quality Standards evaluation services for the CDBG-Housing program.
- Participated in interviews for the Planner I – Housing position.
- Provided an email update to the Northeastern Wisconsin CDBG-Housing committee members regarding program status.
- Met with the City of Green Bay Planning Department representative to discuss the Brown County Research and Business Park development process on November 6.
- Coordinated with UWGB regarding hosting the January 22 Association of University Research Park workshop on the Brown County Research and Business Park.
- Continued writing the Economic Development Chapter of the Brown County Comprehensive Plan Update.
- Participated in a meeting of community planners within the Lower Fox River portion of the Fox-Wisconsin Heritage Parkway in Appleton on November 20.
- Met with City of Green Bay Planning Department staff on November 25 to discuss the University Avenue Corridor Redevelopment Plan and the Brown County Research and Business Park project.
- Met with a representative of Neighborworks Green Bay to discuss Housing program opportunities on November 26.
- Reviewed the Town of Eaton Zoning Ordinance for potential revisions regarding allowable splits for residential development.
- Assisted the Town of Rockland with revisions to their zoning map for Working Lands Initiative Certification from the Department of Agriculture, Trade and Consumer Protection.
- Researched a local zoning question from the Town of Glenmore.
- Reviewed historic air photos and WDNR databases for evidence of potential environmental contamination on four different parcels for community gardens at the request of Brown County UW-Extension.
- Assisted 88 members of the public or local units of government with specific planning, land division, CDBG-Housing program, or zoning related phone calls during November.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of 8 new certified survey maps (CSMs). Completed review of 3 CSMs. Signed and filed 11 CSMs.
- Began review of one cemetery plat. Signed and filed two subdivision plats.
- Completed review of two CSMs and one preliminary plat for the City of Green Bay.
- Responded to two public Water Quality Letter requests.
- Began or completed one environmentally sensitive area (ESA) amendment.
- Began or completed two sewer service area (SSA) amendments.
- Review of smaller ESA and SSA related issues and inquiries to develop solutions for smaller projects.
- A Village of Suamico plan correction ESA amendment to update a steep slope boundary with a 20-foot setback on Lot 10 (parcel SU-2634) of the Moose Creek Estates subdivision. The ESA amendment was reviewed by staff on November 1.
- A Town of Ledgeview minor SSA amendment to add 2.0 acres to the SSA for existing residential development on part of parcel D-401. The SSA review has been delayed due to inadequate information being submitted by the agent representing the petitioner. The delay

caused a second hearing to take place on September 9. The ESA amendment was reviewed by staff on October 8 and was approved by the WDNR in Madison on October 30.

- A Village of Hobart minor SSA amendment to add 2.43 acres to the SSA for proposed residential development and existing public right-of-way on parcels HB-503-2-1 and HB 503-2-2. The ESA amendment was reviewed by staff on November 25 and is awaiting approval from the WDNR in Madison.
- Worked with a Village of Howard property owner to help identify ESAs on a CSM being drawn near STH 41 in order to allow development near a waterway with floodway, wetlands, and a setback from the ordinary high water mark. Staff coordinated steps needed to gain any approvals with the property owner, an architect, an engineer, a survey company, and WisDOT. A wetland delineation concurrence letter was needed in order to allow the project to conclude with a signed CSM. To date no such concurrence letter has been submitted to BCPC, but BCPC staff did obtain a related supporting e-mail from the WDNR.
- Continued to utilize an online format for submitting and filing SSA amendments and ESA amendments with the Bureau of Watershed Management to expedite the review and approval process, saving time and money for staff and property owners.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.
- Continued the development of an update to the Suamico Comprehensive Plan.
 - Draft Chapter 5 Housing (prepared by Aaron Schuette) and draft Chapter 7 Natural, Cultural, and Agricultural Resources was presented to Village advisory committee on November 7.
 - Draft Chapter 4 Economic Development and draft Chapter 6 Utilities and Common Facilities prepared for presentation on December 12.
- Continued the development of an update to the Brown County Sewage Plan. Distributed acreage allocation maps to municipality clerks to advise BCPC staff of where SSAs should be expanded as part of the proposed plan.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Finalized work regarding the *2014-2018 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
 - Finalized required Fiscal Constraint Demonstration.
 - Submitted final document to the FHWA, FTA, and WisDOT.
- Continued with STP-Urban eligible project solicitation and project prioritization for the eventual distribution of \$11,433,970 in federal funds. Worked with urban area jurisdictions in submitting candidate projects. Prioritized projects and developed funding recommendations. The approval of projects by the BCPC Board of Directors will be processed as *Major Amendment #1 to the 2014-2018 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. Prepared amendment document and public participation materials. Presented staff recommendation to the Transportation Subcommittee.
- Finalized the *2014-2018 Transit Development Plan (TDP) for the Green Bay Metro System*.
 - Presented an overview of the plan at the public informational meeting.
 - Held public hearing.

- Presented the final report to the Green Bay Transit Commission.
 - Submitted document to FTA and WisDOT.
- Finalized the *2013 Coordinated Public Transit-Human Services Transportation Plan for Brown County*. Submitted the document to FTA and WisDOT. Wrote staff report for presentation to the BCPC Board of Directors on December 4.
- On behalf of Green Bay Metro, began development of a random selection survey strategy that meets the statistical standard of 95 percent confidence and +/- 10 percent precision in an effort to fulfill the FTA's National Transit Database (NTD) reporting requirements. Prepared all of the necessary operation tables and documented methodology. Sampling will begin in January of 2014 and continue throughout the year. The sample is required every third year.
- Began November edition of the Green Bay Metro quarterly route review. All of Metro's full service fixed routes will be evaluated.
- Consulted and/or provided information to Metro staff regarding various services, compliance, and/or other issues.
- Began preparations for the upcoming Transportation Alternatives Program (TAP) project solicitation and approval process. Read through MAP-21 rules for administering the new program as well as the proposed WisDOT schedule and process. Sent notices to potential applicants.
- Attended public informational meetings held by Metro staff regarding proposed fixed route bus modifications the evening of November 6.
- Participated in the Transportation Subcommittee meeting on November 18. Recorded and wrote minutes.
- Participated in the Transit Commission meeting on November 25.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Reviewed and scored proposals for 2014 aerial orthophoto project.
- Met with Land Records Data Flow LEAN group on November 19.
- Assisted the County Surveyor with the survey indexing project.
- Updated the shoreland zoning and ESA layer online.
- Attended the ESRI Wisconsin User Group (EWUG) conference on November 12 and November 13.
- Implemented the "Drill-Down Identification" tool on the GIS web site.
- Updated the GIS license manager to version 10.2.
- Updated the GIS web site to ArcGIS Server version 10.2.
- Began work on updating the Glenmore zoning map.
- Produced large map printouts for the District Attorney's office.
- Completed many GIS database updates (streets, addresses, and more).
- Produced another large map for the Village of Denmark.
- Provided GIS data and other services to Asset Record Company, McMahon Associates, JT Engineering, Stantec, Edward Jones, NEW Water/GBMSD, Green Bay Water Utility, Robert E. Lee & Associates, AECOM, DeLeers Construction, NWTC, Clark University, WisDOT, Habush Habush & Rottier, and others.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Updated maps for the Suamico Comprehensive Plan.

- Digitized a new layout for the County Farm property.
 - Created new lots.
 - Created new street pattern.
 - Gathered acreages to be used in the Brown County Research and Business Park Feasibility Study.
- Updated the street centerline database to include new streets and to change attributes for roads that have been vacated.
- Began updates to the Brown County Bicycle and Pedestrian Plan maps.
 - Collected new bicycle facility locations from each community.
- Continued to work with Green Bay Metro to adjust maps for route changes including:
 - Changes to Routes (4, 6, 8 and 17)
 - Routes being decommissioned (9 and 16)
 - New Routes include (5 and 10)
- Assigned addresses as requested.
- Participated in the regular staff meetings held on the first and fourth Thursday morning.
- Attended the ESRI Wisconsin User Group Conference (November 12 and November 13).

The recent major planning activities of Jeremy Du Chateau, GIS Technician:

- Created web mapping application for the County's survey index project.
- Continued assisting and supplying GIS data/maps for the Senior Planner regarding MS4 outfall inventory project.
- Updated and integrated DNR wetland data into County's GIS database for environmentally sensitive areas and buffers.
- Created voting and street maps for the Village of Hobart.
- Created street map for the Town of Wrightstown.
- Worked with Zoning division staff to assess mobile GIS application needs.
- Assisted District Attorney's office with maps for criminal trial.
- Continued maintenance of County GIS addressing.
- Continued to develop and enhance the County's web mapping system.
- Continued to look to process improvements within the County GIS enterprise system.
- Assisted other people with miscellaneous service, plots, data, and training requests.
- Attended staff meetings as needed.